

# **Addendum #1**

## **DELAWARE STATE UNIVERSITY RFP for Executive Search Firm – Provost Contract No. 16-08-12-09R**

### **Questions and Answers:**

1. Is there an incumbent contractor?

**Answer:** No

2. If you have worked with search firms in the past, what would you like to see done differently?

**Answer:** The firm should possess specifically defined knowledge and experience in recruiting for higher education sectors, ability to recruit candidates with considerable executive level experience in business with strong leadership experience in university academic affairs and utilizing an extensive network of contacts within the for mentioned industries.

3. Using the search committee process to select faculty and staff varies greatly. Have any of the following committees (or all), been established for this search:
  - Search committee
  - Selection committee
  - Screening committee

**Answer:**

- Yes
- Yes
- Yes

4. If so, have any or all been oriented and presented with their charge, and can you outline the charge?

**Answer:** Yes, The RFP explains the requirements dictated by the University.

5. If there are multiple committees, do they act independently or in combination with one another?

**Answer:** No

6. Will the representative from the selected firm be given unencumbered access to members of the committee(s)?

**Answer:** No. To be determined, however initially the firm will work with the administrator for Human Resources and the Chairperson of the committee charged with the search, selection and screening of qualified candidates presented.

7. How much face time will be allowed with members of the committee?

**Answer:** TBD

8. What is the make-up of each committee (i.e. internal versus external constituents)? Please provide member names and titles if available.

**Answer:** This committee will consists of representatives from the universities Board members, Executive team, Administrative team, Deans, Chairpersons, Faculty and Students. The university will not provide names or titles of anyone participating on this committee at this time.

9. Has a search grid or candidate evaluation/screening materials been created, or will the selected firm offer assistance in establishing these materials?

**Answer:** There is a grid that has been utilized previously by the committee, however the selected firm is expected to provide a grid.

10. Has an advertising budget been established?

**Answer:** TBD (not relevant)

11. Has the recruitment strategy been defined, or will the firm have an opportunity to lend input and expertise?

**Answer:** This is expected from the firm.

12. Has the University predetermined if this will be a retained or contingent search?

**Answer:** TBD

13. Will the resulting contract be issued on an exclusive or non-exclusive basis?

**Answer:** TBD

14. What is the salary range being offered for the Provost/VP for Academic Affairs?

**Answer:** \$200,000+

15. Are there any budgetary parameters the University would like to stay within for this project?

**Answer:** This should be documented in the proposal of the firm's cost.

16. Is there any room for payment term negotiations?

**Answer:** The vendor can indicate their requested terms for payment in their proposal by using **EXCEPTIONS FORM** attachment #2 of the RFP, which will be reviewed when all proposals are received.